



CITY OF LONG BEACH
OFFICE OF THE CITY MANAGER
EMPLOYMENT OPPORTUNITY
CLERK TYPIST III (Full-time/Unclassified)
Tidelands Capital Improvement Division
\$17.011 - \$23.263 per hour

POSITION:

The City Manager's Office is recruiting for a full-time, unclassified Clerk Typist III, who will handle various clerical duties for the Tidelands Capital Improvement Division. The Division focuses on delivering a variety of high-profile improvement projects located along the coast. Individuals interested in pursuing careers in project and construction management, and public policy are highly encouraged to apply. This is a great opportunity for an individual who is customer service driven, self-motivated, a team player, and interested in working in a demanding, fast-paced environment that is highly rewarding. The Clerk Typist III will directly support the Division Manager while regularly interfacing with City staff and the public.

EXAMPLES OF DUTIES:

- Answer telephone lines, respond to questions, provide information, and take messages.
- Handle purchasing and accounting activities such as setting up purchase orders, paying invoices, assisting in the preparation of journal vouchers, and initiating online documents.
- Order supplies, sort and distribute mail, and file documents.
- Type and proofread documents.
- Assist staff with clerical tasks.
- Process signed City contracts and other documents.
- Perform other duties as assigned.

QUALIFICATIONS:

- Two years of progressively responsible clerical experience.
- Extensive experience using personal computer and software (Microsoft Office Suite, especially Word and Excel).
- A valid California motor vehicle license.

SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

- Ability to effectively interface with the public and City staff, including executive management staff, and provide excellent customer service.
- Ability to work independently, be proactive, and learn quickly.
- Ability to handle confidential issues in a professional manner.
- Ability to exercise strong judgment in carrying out responsibilities.
- Ability to be punctual, flexible, and maintain a positive attitude.
- Available to work 7:30 a.m. to 4:30 p.m.

APPLICATION PROCESS:

Candidates should submit a letter of interest, resume, and three references in a sealed envelope no later than 4:30 p.m. on Monday, September 28, 2015 to:

Eric Lopez, Tidelands Development Officer
City of Long Beach
Office of the City Manager
333 W. Ocean Boulevard, 5th Floor
Long Beach, CA 90802

The most qualified applicants will be invited to participate in further selection procedures. Mr. Lopez can be contacted at (562) 570-5690, if you have any questions. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.